CONSTITUTION

of

THE ALTAR GUILD

of

THE DIOCESE OF PENNSYLVANIA

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ARTICLE I -- NAME

The name of this Guild shall be the Altar Guild of the Diocese of Pennsylvania.

ARTICLE II -- OBJECT OF GUILD

The object of this Guild shall be:

1. To function in an advisory capacity to aided parishes and Mission Chapels concerning their Altar work and as possible to provide altar furnishings for them and for other missions and institutions in the Diocese and elsewhere.

2. To unite all parish altar guilds in one Diocesan altar guild in order to increase their efficiency and by mutual advice and counsel to promote greater reverence and care for everything that pertains to the altar and sanctuary.

ARTICLE III -- OFFICERS

The Bishop of the Diocese of Pennsylvania shall be President ex-officio of the Guild. There will also be a Chaplain ex-officio of the Guild. The officers of the Guild shall be Directress of their respective Guild. The officers of the Guild shall be President, Vice-president, Secretary, Corresponding Secretary, and Treasurer, elected at annual meeting. The terms of office shall be for three years. All officers may serve three years and may be elected for one additional term. The President and Vice-president shall be elected one year and the Secretaries and Treasurer the following year.

ARTICLE IV -- MEMBERSHIP

The Guild shall consist of three classes of membership: Active, Corporate and Life. Active members including men, must be communicants.

ARTICLE V -- AMENDMENTS

Any change in the Constitution may be proposed at a regular meeting. Notice of intended change shall be given in writing ten days before the next regular meeting when a vote of two-thirds of the active members present shall be necessary to make the changes.

BY-LAWS

I -- Officers

Section 1. The President shall preside at all meetings.

Section 2. In the absence of the President, the Vice-president shall assume her duties.

Section 3. The duties of the Secretaries shall be to keep the Minutes of the meetings, list of members and their addresses; write the annual report, give notice to the active members of the stated meetings; and notify all members of the annual meeting and attend to the printing.

Section 4. The Treasurer shall collect all dues and receipts, and report at each meeting on such disbursements as shall be ordered by the Guild, and conduct all correspondence connected with the office.

II -- Meetings

Section 1. There shall be a Quiet Day the first Wednesday in October.

Section 2. The annual meeting shall be on the third Monday in November.

Section 3. The regular meetings shall be on the third Monday in March, April and May. The May meeting shall be our Anniversary Meeting.

Section 4. The location and time of day for these meetings shall be specified by the President and the Executive Committee.

Section 5. Special meetings shall be called by the President or in her absence by the Secretary, at the request of any three members.

Section 6. The order of business shall be:

Office of the Guild
Roll Call
Reading of the Minutes
Treasurer's Report
Reports from Committees
Unfinished Business
New Business

III -- Membership

Members of all parochial Altar Guilds are eligible for membership.

IV -- Dues

Section 1. Active members shall pay $3.00 annually. The annual dues are payable January 1 of each year.

Section 2. Any Altar Guild may become a Corporate member of the Altar Guild of the Diocese and shall be entitled to one vote at all meetings. Corporate members shall pay $10.00 annually.

BY-LAWS

IV -- Dues (Cont.)

Section 3. A payment of $30.00 shall constitute a Life member.

Section 4. Any member in arrears for two consecutive years shall cease to be a member of the Guild after one notice.

V -- Committees

Section 1. There shall be an Executive Committee of the officers of the Guild and five representatives of the Parish Altar Guilds of the Diocese. These representatives shall be appointed by the President at the Annual Meeting.

Section 2. There shall be a Nominating Committee of three members appointed by the President which shall submit names of candidates for election at the Annual Meeting.

VI

Section 1. Wafers are to be given where needed. Where not already provided, the following articles shall be lent: a suitable chalice and paten, an altar cross, Eucharistic lights, wafer box, two cruets, a Lavabo bowl, and a full set of altar linens and priest's vestments.

Section 2. Gifts of such articles as are listed in Section 1 may be made to Missions or for use in the Armed Forces of the United States: Army, Navy, Air Force and Coast Guard. Such gifts must be approved by the Executive Committee or by a majority vote at a regular meeting.

VII -- Amendment of By-Laws

These By-Laws may be amended by a majority vote at a regular meeting provided that written notification of the proposed amendment has been sent to all Active members.

Approved by Officers &
Board on 4/8/87

Presented to Membership
at Large - May 20th - 1987

The 75th Anniversary of
the D.A.G.